

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

October 8 - City Council
Meeting Agendas

Looking Ahead

Wednesday, October 9: Board
of Zoning Appeals meeting

Monday, October 14: Courts
closed for Columbus Day

Tuesday, October 15: Economic
Development Authority,
Planning Commission meetings

Thursday, October 17: Tourism
Board, Board of Architectural
Review meetings

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Held three public input sessions this week for the Boscawen Street proposed improvements options (October 2, 3 & 4). The first was held in City Hall and two were held on the Loudoun Street Mall. Online survey will be available through October 18. Residents and visitors to Old Town are encouraged to share their thoughts on the proposals. [More Info](#)

City Manager's Takeaways

Reviewed possible options to improve the City's Refuse and Recycling Program which will be presented to Council during the October 8 Work Session.

Mr. Tom Polera with the City of Falls Church presented the *First 12 Minutes* to City's Leadership Team to help us as we improve the overall safety and security of City facilities.



Public Safety

Winchester Police

- Hosted Coffee with a Cop at Espresso Bar and Starbucks.
- Attended feral cat, TAC steering committee, and Northern Shenandoah Valley Coalition Meeting.
- Conducted building security survey.
- Compiled monthly crime statistics.
- Attended Rescue Ride send off.
- Developed post-academy training schedule.
- Attended Crisis Intervention Team training, Virginia Criminal Information Network training, Courage Lion program training, and conducted physical training tests.
- Crime stats:
 - Crimes against persons (felony) - 0
 - Crimes against persons (misdemeanor) - 12
 - Burglaries (residential) - 2
 - Burglaries (commercial) - 0
 - Property crimes: 21

Winchester Fire and Rescue

- Planned an upcoming Public Safety Chili Cook Off.
- Met to discuss recruitment brochure (Career & Volunteer).
- Community Risk Reduction development meeting - Fire Marshal
- Participated in training session with "Girls on the Run" - Daniel Morgan Middle School
- Conducted a walkthrough of Continental.
- Completed walking mall bollard training.
- Conducted bi-weekly meeting with Lantz Construction regarding the burn building project.
- Met with Frederick County's training Chief to review future training needs of both departments.
- Completed Mass Casualty training at the Warrenton Training Center.
- Completed Aerial Operator train-the-trainer, providing an instructor for department trainings.
- Participated in Unmanned Aerial Pilot training.
- Attend Advanced Tactical Medical training in Ohio.
- Attended the Continental Employee Safety Fair. Handed out fire safety information and talked to employees about fire safety and heart health. Also exposed employees to "hands only" CPR to give them confidence in assisting someone that has gone unresponsive and stopped breathing. Connected with over 100 employees.

Police Activity	#
Calls for Service	890
Crash Reports	12
DUI/DWI	6
Alarms/False Alarms	22/22
Directed Patrols	74
Directed Patrols (OTW)	7
Extra Patrols	72
Extra Patrols (OTW)	0
Traffic Citations	57
Traffic Warnings	93
Traffic Tickets	177
Special Events Permits Received/ Approved	1/0 76 rec'd YTD

Fire Activity	Fire Activity
Fire	4
Overpressure	0
EMS/Rescue	64
Hazardous Cond.	3
Service Call	5
Mutual Aid Given	5
Good Intent	4
False Alarms	12
Special Incident	1
Plan Review	0
Inspections	11
Reinspections	5
Consultations	-

- Participated in monthly Community Response Team meeting with other city departments at the Timbrook Police Headquarters.
- Met with BP Properties property manager to discuss problem properties/tenants and how the Fire Marshal's Office might be able to assist.
- Started a Juvenile Fire Starter Educational series with a young man as a result of an incident that occurred that could have resulted in serious injury to the child.

Emergency Management

- Attended the Safety and Security Presentation from a representative of the City of Falls Church.
- Prepared draft Safety and Security Recommendations Report.
- Prepared equipment for training class and instructed day 1 of the Remote Pilot 101 Course.
- Worked with Motorola on radio communications system channel issues.
- Scheduled interviews for Radio Manager position.
- Completed aerial imagery of the Burn Building project for Fire and Rescue.

Development Services

Economic and Workforce Development

- Celebrated Winchester Manufacturing Week with a series of events including student tours of regional manufacturers, a breakfast and happy hour event meant to thank our regional manufacturing entities
- Conducted one (1) business retention/expansion visit with a Winchester business
- Continued demolition of the Kent/Piccadilly redevelopment site
- Attended emergency management presentation on office safety
- Attended the regional Housing Coalition Committee meeting
- Continued working with development partners associated with Towers and Kent/Piccadilly sites.

Arts and Vitality & Old Town

- Met with DHCD staff to discuss and plan upcoming OTAC board retreat
- Continued planning the Oktoberfest and Holly Jolly events
- Assisted in facilitating public input on the proposed Boscawen Street project
- Held the monthly Old Town Advancement Commission meeting
- Prepared quarterly Virginia Main Street reports
- Held final farmers market of 2019 regular season
- Assisted 17 tourists and 9 locals at the Welcome Center
- Prepared final details and staff support for Shakespeare at The Taylor event

Planning

- Staffed the October 1st work session of the Planning Commission. No public hearings are scheduled for October. The Commission continued reviewing goals and objectives outlined in Chapter 3 as part of the update of the Comprehensive Plan.
- Attended the October 2nd Housing Coalition meeting at Our Health
- Staffed the October 3rd Board of Architectural Review meeting.
- Approved consolidation plat for the Piccadilly Street Investments project site, including the portion of the former public open space that is subject to rezoning by City Council later this month.
- Planning Director gave presentation to the James Wood Key Club.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

Winchester/Frederick County Tourism

- Held a conference call with Civil War Trails regarding some potential new sign development focus on African American stories/history during the Civil War era.
- Several IT projects ongoing in the Visitor Center and offices this week.
- Met with local artist to plan out this year's limited edition ornament.
- Attended Tourism Board marketing committee meeting.
- Met with Ken Broadbent to discuss new inbound bus and tour itinerary development and resources.
- Attended Old Town Advancement Commission Tourism Task Force meeting.
- Attended Shenandoah Valley Tourism Partnership monthly meeting.
- Conducted site visits and photography throughout the week at various fall harvest/market locations.

Zoning and Inspections

- Completed:
 - 87 building permit inspections and issued 47 building/trades permits (\$1,564,432 valuation)
 - Significant projects:
 - 305 E. Boscawen Street - new mausoleum (\$1,031,000)
 - 100 Strothers Lane - storage shed (\$110,970)
 - 1950 S. Pleasant Valley Road - grocery pickup area (\$100,000)
 - 133 code enforcement inspections and initiated 44 new cases
- Removed 5 signs from the public right of way (YTD=247).

Permit #	Type	Address	Description	Value
19 00003520	MECH	541 HILLMAN DR	NEW HEAT PUMP	\$7,200
19 00003492	PLBG	300 WESTMINSTER CANT DR	SHOWER CONVERSION APT. 432 WIN	\$1,000
19 00003521	MECH	1412 S LOUDOUN ST	NEW FURANCE	\$3,450
19 00003387	MECH	441 GLEN LEA CT	INSTALL ELEVATOR CAR	\$52,374
19 00003489	RIFI	406 S LOUDOUN ST	REPLACING WINDOWS	\$46,000
19 00003389	PLBG	1514 AMHERST ST	REPLACEMENT W. HEATER	\$2,000
19 00003525	NGAS	403 MOSBY ST	REPLACE BOILER	\$340
19 00003282	RREM	502 WENTWORTH DR	REAR ADDITION	\$45,000
19 00000516	PLBG	927 VALLEY AVE	NEW FIXTURES	\$3,000
19 00001904	MECH	212 E CORK ST	NEW RANGE HOOD	\$5,298
19 00003493	MECH	64 RIFLEMEN LN	REPLACE A/C & GAS FURNACE	\$12,000
19 00003218	BLDG	305 E BOSCAWEN ST	NEW MAUSOLEUM	\$1,031,000
19 00003536	MECH	1889 CLAYTON RIDGE DR	REPLACE HEAT PUMP & A/C	\$9,000
19 00001598	ELEC	100 STROTHERS LN	STORAGE SHED	\$110,970
19 00003367	ELEC	947 BUCKNER DR	POOL	\$8,000
19 00003394	ELEC	378 380 CHARLES ST	REMODEL 18-840	\$2,000
19 00002186	MECH	685 SELDON DR	REPLACE APPLIANCES	\$28,000
19 00003545	PLBG	5 7 E PALL MALL ST	REPLACE WATER & SEWER SERVICE	\$600
19 00003393	ELEC	386 388 CHARLES ST	REMODEL 18-841	\$2,000
19 00003486	ELEC	126 N KENT ST	SITE LIGHTS	\$13,000
19 00003487	ELEC	126 N KENT ST	SITE LIGHTS	\$13,000
19 00003527	TTS	901 AMHERST ST	TENT FOR 10/3-7/19	\$15,000
19 00002399	ELEC	186 N LOUDOUN ST	REMODEL	\$15,000
19 00002714	ELEC	610 STERLING DR	REMODEL	\$1,000
19 00002331	ELEC	12 16 S BRADDOCK ST	METER STACK	\$12,000
17 00000960	ELEC	2350 S PLEASANT VALLEY RD	ADD ANTENNA	\$5,000
19 00002750	CHN G	29 WEEMS LN	RESTAURANT TO SALON	\$0
18 00000434	PLBG	124 E CORK ST	INSTALL FIXTURES	\$3,000
18 00000436	MECH	135 S KENT ST APT 201	INSTALL HEAT PUMP	\$2,500
18 00000434	MECH	124 E CORK ST	INSTALL HEAT PUMP	\$2,500

Permit #	Type	Address	Description	Value
18 00000437	MECH	135 S KENT ST APT 202	INSTALL HEAT PUMP	\$2,500
19 00003215	NRRM	1950 S PLEASANT VALLEY RD	ONLINE GROCERY PICKUP AREA	\$100,000
18 00000435	MECH	135 S KENT ST APT 101	INSTALL HEAT PUMP	\$2,500
18 00000436	PLBG	135 S KENT ST APT 201	INSTALL FIXTURES	\$3,000
	PLBG	VARIOUS	12 EXPANSION TANKS	\$200 EA
Total: 47				\$1,564,432

Public Services

- Held three public input sessions about options to improve safety on Boscawen Street and the Pedestrian Mall.
- Held the monthly meeting with VDOT to review the status of all projects with VDOT funding.
- Submitted eleven (11) applications to VDOT for a total of \$12 million in Revenue Sharing funds and Transportation Alternative funds as approved by City Council at their meeting on September 24.
- Window replacements and drywall installation is continuing in the Creamery Building.
- Sunday (10/6) night, we will start repaving Jubal Early between Pleasant Valley and S. Loudoun. This work will be completed at night.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	5,548
Water service lines replaced (number)	0	364
Water meters replaced (number)	86	1,865
Sanitary sewer mains replaced/lined (linear feet)	270	5,061
Sanitary sewer laterals replaced (number)	0	96
Sanitary manholes replaced (number)	1	36
Sidewalks replaced (linear feet)	489	25,975
Sidewalks repaired (linear feet)	0	100,099

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	8.58	Lane miles
	Potholes repaired	0	188	#
	Mowing	4.20	354.77	Acres
	Miles of streets swept	27.80	2,042.10	Miles
	Tons of leaves hauled	0	32.80	Tons
Trees	Dead/diseased trees removed	3	141	#
	Trees trimmed	5	443	#
	Stumps removed	1	179	#
Traffic	Street signs Installed/replaced	2	307	#
	Pavement markings repainted (City)	13	9,412	Linear feet
	Pavement markings repainted (contractor)	0	586,461	Linear feet
Refuse & Recycling	Refuse collected	123.02	4,942.81	Tons
	Recycling collected	36.22	1,894.05	Tons
	Large item pickups	1	165	#
Transit	Total passengers	2,806	103,362	#
	Revenue miles pick up/drop off	3,901	146,942	Miles
	Revenue hours pick up/drop off	369.07	13,480.46	Hours
Utility billing	Payments processed	1,282	54,037	#
	New bills mailed out	2,786	55,881	#
	Water services turned off (non-payment)	17	410	#
Water treatment plant	Average daily water demand	7.13	6.28	Million gallons/
	Peak daily water demand	7.74	7.74	day
Wastewater treatment plant	Average daily flow treated	5.81	8.45	Million gallons/
	Peak daily flow treated	6.03	20.04	day
Water distribution and wastewater collection	Water main breaks repaired	0	11	#
	Water meters read	1,209	59,593	#
	Fire hydrants flushed	0	1,315	#
	Sewer mains cleaned	0	119,873	Linear feet
	After-hours call outs	8	203	#

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Engineering	Site plans reviewed	1	92	#
	Floodplain permits issued	3	91	#
	Utility as-builts reviewed	0	9	#
	Right-of-way permits issued	1	150	#
	Land disturbance permits issued	1	11	#
	Stormwater facility inspections	0	111	#
	Erosion and sediment control inspections	26	1,671	#
	Erosion and sediment notices to comply	0	20	#
Facilities Maintenance	Work requests completed	17	803	#
	Special events assistance	0	41	#
	Maintenance of pedestrian mall	35	1,287	Staff hours
Equipment maintenance	Total repairs completed	73	3,250	#
Winchester Parking Authority	Work requests completed	8	304	#
	Special events - assistance provided	0	14	#
	Vandalism or property damage issues	0	22	#
	New monthly rentals	1	222	#
	Monthly rental cancellations	4	124	#
	Total monthly leases in all autoparks	-3	1,144	#
	Available monthly spaces in all autoparks	+3	268	#
	Hourly parkers (all four garages)	3,159	113,704	#
	Park-Mobile transactions	759	27,618	#
	Meter violations	184	7,950	#

Social Services

- Received 84 Benefit Program applications: 23 SNAP, 52 Medicaid, 5 TANF, 1 VIEW, 3 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 0 Home Energy Assistance Program
- Provided case management to:
 - 3,679 Medicaid cases
 - 1,536 SNAP cases
 - 65 TANF cases
 - 19 Auxiliary Grant cases
 - 55 individuals receive VIEW services
 - 58 families/126 children receive Child Care Subsidy Assistance.
- Provided case management to 1 Interstate Compact on the Placement of Children (ICPC) case.

Weekly Activity	#
Clients walk-ins/drop-offs	150/76
Child Protective Service referrals	20
Placed "on notice" for foster care entry by JDRC	4
Children in foster care	56
Entered/exited foster care	2/0
Adoption subsidy cases/adoptions finalized	58/0
Child Protective Service (CPS) case management load	55
Benefit program fraud & overpayment referrals/investigations/recoupment claims	3/1/162
CPS family assessments & investigations of alleged maltreatment	100
Family Service intakes	9
Adult Protective Service referrals	4
Adult services case management load	8
Adult guardianships/cases	2/75
Adult Protective Service investigations/intakes	18/7
Family Services Prevention case management load	5
Uniform Assessment Instrument screenings	0

Parks & Recreation

- Held interviews for Recreation Center Attendant.
- Held a Safety Committee meeting.
- Attended Shenandoah Valley Tennis Authority meeting.
- Held meeting with Girls on the Run representative to learn about the process to add a GOTR site at the HIVE.
- Attended Newcomers event at the Welcome Center.
- Continued work on Maintenance facility.
- Began trimming process at Abrams Creek Wetlands.
- Continued follow-up with Winchester Public Schools regarding playground equipment.

Communications

- Distributed the October 2 CitE-News issue. [View](#)
- Handled 4 media requests for City information and staff interviews; 1 interview and 4 inquiries for WPD.
- Met with the Fire Department to discuss printed recruitment materials.
- Designed handouts and web graphics for the Police Department and Parks & Recreation.
- Promoted Coffee with a Cop held on October 2. Attended and photographed/videoed at both locations. Posted video on social media.
- Edited video of clips taken at the final Junior Academy session and sent the final video to participants' parents.
- Edited and posted a highlight video from Worlds of Work.
- Attended sUAV (drone) training class (first of three classes to become certified pilots).
- Held rehearsal for upcoming Crosswalk Safety video.
- Attended and photographed the Manufacturing Week Happy Hour.
- Posted videos for Manufacturing Week on social media.
- Worked with the Fire Department to plan the 2019 Public Safety Chili Cook Off. Began design process for logo and promotional materials.
- Staffed a City exhibit at the Newcomers event held at the Winchester-Frederick County Visitors Center.
- Created graphics and handouts for new one-day Citizen Police Academy.
- Met with Vice-Mayor Hill and Councilor Herbstritt to discuss their 2020 community meeting schedule.
- Participated in a demo with ADA accessibility vendor for City websites.
- Set up and assisted with the Boscawen Street Improvement Project public input open houses on October 2 and 3.
- Created a web page and video for Abrams Creek Wetlands Preserve. [View](#)

311 Requests Received	#
FOIA	8
New Recycling Bin	4
Missed Trash/Recycling Collection	0
Trash on Property	0
City Tree Issue	0
Traffic Signal Issue	0
Dead Animal in Road	0
Ask a Question	0
Stormwater Drainage Issue	0
Pothole	0
Street Light Out	1
Tall Grass	0
Water/Sewer Service	0
Citibot	3
Total/YTD	16/441

Date	City Press Releases
10/1	Mayor launches new Excellence Award program - read
Date	Segments on WDVM
9/27	SWAT team raids Winchester home - watch
9/30	Winchester earns nearly \$4M in federal STEM education funding - watch

Date	Articles in <i>The Winchester Star</i>
9/28	Proposed needle exchange program stuck
	Winchester's 275th Anniversary: Benefactor blessed
	Worlds of Work kicks off fifth year for students, public to explore local careers
	Two city men sentenced on child porn charges
	Meeting to focus on fire prevention
9/30	WPS receives nearly \$4M federal grant
10/1	Firm inks new contract to buy old school site
	Making a splash in downtown Winchester
	Local woman accused of gun smuggling
	Alternative education center named for former teacher
10/2	Winchester taxi robber sentenced
	Affordable housing, higher wages among Winchester's hope for the future
	Garden club donating money, services to protect wetlands
	Groundbreaking ceremony scheduled for Oct. 16 for fire/EMS training center
10/3	Public weighs in on proposed closure of Boscawen Street
	Our Views: Boscawen
	Policing with perks: Cops, public connect over coffee
	Winchester mayor creates Excellence Award honoring commitment to community
10/4	City official believes better-looking East Piccadilly Street is on the horizon

Support Services

Innovation & Information Services

- Completed technology information reports as requested by our City auditors.
- Began gathering IT metrics for Cost Plans Plus allocations.
- Worked with Upland Software to begin Schools migration off the IBMi for their document management software.
- Moved new Tax Book routines to test for user acceptance testing.
- Moved several personal property fixes to test for user acceptance testing.
- Deployed new and improved property search application.
- Continued editing road centerline and address point data for NG911 deployment.
- Continued GIS schema for necessary datasets that are being used in PubWrks.
- Finished generating sidewalk centerlines. Now working to finish editing centerlines with unique schema.

Help Desk Requests	Count	Closed
Account Management	15	20
Applications	16	14
GIS	1	1
Hardware	10	14
Information Only	1	3
Infrastructure	5	6
No Action Required	5	5
Not Assigned	12	0
Procurement/Disposal	0	0
Reporting	0	0
Research	0	0
Total	65	63